

Orientation Checklist

This checklist is a suggested reference for both practice educator/supervisor and student as to what could be covered in the students' orientation to the placement on **Day 1**.

Initial Orientation Needs

- Desk space OR area student can work/desk sharing, desk hopping etc.
- Storage of personal belongings
- Toilets
- Lunch facilities

Introduction to Staff / Staff Roles

Orientation to the Placement

- Information about this service and what can be expected on placement.
 - Role of service / philosophy
 - Client Group
 - Programs offered
- Students Profile
 - Past placement experiences – positive and negative learning experiences
 - Identify skills/strengths from past placements
 - Personal objectives/learning contract
 - Preferred learning style
 - Personal/professional needs
- Supervisors Profile
 - Experience
 - Roles in this service/team
- Student Information Folder
 - Service information (may include)
 - service brochures
 - program timetables
 - models of care
 - Timetable for placement
 - Written weekly objectives/tasks
 - Identify student project (if applicable)
- Responsibilities/Expectations
 - Student
 - Supervisor

Orientation to the Facility *(The Practice Educator should be aware they have a duty of care to the student/s under their supervision and as such have a responsibility to ensure the student is appropriately inducted to the facility including site specific emergency and evaluation procedures.)*

- Walk through facility - orientation to:
 - Staff offices
 - Group rooms
 - Interview rooms
 - Resources / equipment
- OH&S
- Building security
- Fire safety (evacuation plan, location of extinguishers etc)
- Infection prevention and control
- Resources - location

Orientation to Procedures

- Room booking procedure
- Communication board \ diary procedure
- Duress alarms
- Home visit requirements
- Phone use – procedure, messages, transferring calls
- Computer use – access, security
- Work hours / breaks
- Sick leave

Administration

- Privacy Undertaking Form - complete
- Criminal Record Clearance - copy
- Vaccination Record - confirm
- Student Identification – to be worn
- Keys – sign key register